



vernonia-or.gov

CITY COUNCIL FEBRUARY 18, 2014 AGENDA
REGULAR MEETING 7:00 PM
City Hall, 1001 Bridge St. Vernonia OR 97064

Vision Statement

Vernonia will continue to build a secure and diverse economic foundation while maintaining its historic atmosphere and undying sense of community through the values of: Pride – Integrity – Respect

Mission Statement

The City of Vernonia pledges to be an ethical and responsive government using community collaboration to foster leadership and a vision for civic improvement while providing a safe, peaceful, economically viable community.

1. Call to Order and Pledge of Allegiance: Mayor Josette Mitchell

2. Additions or Corrections to Agenda

3. Mayor Report

4. Councilor Committee Meeting Reports

5. Topics from the Floor/Audience Participation

Persons addressing the Council must state their name for the record. All remarks shall be directed to the entire City Council. The Council reserves the right to delay any action requested until they are fully informed on the matter.

6. Consent Agenda for Acceptance

The Consent Agenda is a policy of the governing body to approve, in one motion, routine and/or noncontroversial items, which can be determined prior to the meeting.

A. Library Board Minutes -- January 8, 2014

7. Consent Agenda for Approval

A. City Council Minutes -- February 3, 2014

8. Unfinished Business

9. New Business

- A. Recommendations for Utility Billing System Upgrade
- B. Contract for GIS Services

10. Business from Departments

- A. Police Department – Chief Michael Conner
 - a) Monthly Blotter for December and January
- B. Pro-Tem City Administrator – Josette Mitchell

11. Ordinances/Resolutions

- A. Resolution No. 05-14 Update the Master Fee Resolution No. 14-08 for Parks, Cemetery and Administration and Planning Fees
- B. Resolution No. 06-14 Adopting a Supplemental Budget for Fiscal Year 2013-14 and Appropriating Funds

12. Correspondence

City/County Dinner Meeting Hosted by the City of Scappoose Tuesday, March 4, 2014, 6:00 pm held at Simm Oriental Cuisine LLC, Scappoose. Please let the City Recorder know if you will be attending so that she can RSVP by February 25, 2014

13. Items from Mayor, Councilors, City Administrator

14. Recess to Executive Session as per ORS 192.660 (2)

The executive session is held pursuant to ORS 192.660 (2), which allows the Council to meet in executive session for the purpose stated.

*The City Council will now meet in Executive Session for the purpose of
a-g*

Representatives of the news media and designated staff are allowed to attend the executive session.
All other members of the audience are asked to leave the room. Representatives of the news media are specifically directed not to report on any of the deliberations during the executive session, except to state the general subject of the session as previously announced. No decision may be made in executive session. At the end of the executive session, we will return to open session and welcome the audience back into the room.
Council may choose to allow other specified persons to attend.

"A member of the news media or designee may not disclose any information from executive session, may not tape record, digitally record, and/ or video record any information to decrease the likelihood that information discussed in the executive session will be inadvertently disclosed."

15. Return to Open Session for Final Action

Adjournment

*****AMERICANS WITH DISABILITIES ACT NOTICE*****

Please contact the City Recorder, Vernonia City Hall, 1001 Bridge Street, Vernonia, OR 97064 (Phone No. 503-429-5291) at least 48 hours prior to the scheduled meeting time if you need an accommodation. TCC users please call Oregon Telecommunications Relay Service at 1-800-735-2900.

Vernonia Library Board

Meeting Minutes for

Wednesday, January 8, 2014

701 Weed Ave

Vernonia, OR 97064

- I. Regular meeting was called to order at 9:03 a.m. by Barbara Ward.
- II. Board members Neil Lloyd, Nancy Burch, Grant Williams, Barbara Ward, Lynn Fulgham, and Janelle Cedergreen were present. Board member Audeen Wagner was absent. Donna Webb, City Council Liaison and Jennifer Moloney, Secretary were also present.
- III. Grant Williams made the motion to approve the agenda with addition of maintenance follow-up in Old Business; Neil Lloyd seconded. Approved.
- IV. Minutes of December 4, 2013 library board meeting were approved with one grammatical correction; Janelle Cedergreen made the motion with Grant Williams seconding. Approved.
- V. There were no public comments.
- VI. Nancy Burch reported on the Friends of the Library meeting held on January 7, 2014. The Friends approved paying \$100 toward snacks for the afterschool children's program, \$200 for B.J. the Clown event during National Library Week, \$200 for renewal of the Children's Museum Membership pass, and \$72 for the remaining books from the Adopt-A-Book event. There will also be a book sale held on March 15th.
- VII. Old Business
 - A. Columbia County Reads book selections are on display as well as brochures talking about the books and programming. Events will be held in Vernonia regarding Emergency Preparedness.
 - B. Bushes on South side of building need trimmed. Currently there is not a city employee specifically for this job. Volunteers can do the trimming and public works can help with debris removal/disposal with prior arrangement. Donna Webb volunteered to independently work on some trimming and arranging of disposal of debris from her efforts.
 - C. Oregon Reads will take place in April and May. The Vernonia Public Library has received four books by William Stafford, two documentaries, and bookmarks courtesy of a generous donation by Friends of William Stafford.
- VIII. New Business
 - A. Reviewed current budget to date. No questions or concerns at this time.
 - B. General statistical information was reviewed for December.
 - C. Grant Williams asked if there is anything the library needs that the Lyons Club could help with financially. The Library Board will bring ideas to the February meeting.

IX. Director's Report

- A. Food for Fines has ended. 51 non-perishable items were donated with a total of \$35.50 forgiven in fines.
- B. Adopt-A-Book has ended with 33 new books being added to the collection.
- C. Calendar of Events was reviewed. Special note that chess club is new and has been a great success.
- D. Application will be made for a Humanities program to take place in April.
- E. The Library Board was asked to think about where they see the library in one year and five years. These ideas will be brought to the February board meeting for further discussion.

X. Reports/Recommendations to City Administrator or City Council

None

- XI. Janelle Cedergreen made the motion to adjourn the meeting; Neil Lloyd seconded the motion. Motion passed. The January 8, 2014 library board meeting adjourned at 9:40 a.m.



CITY COUNCIL JANUARY 3, 2014—**MINUTES**
Work Session 6:30 pm
REGULAR MEETING – 7:00 PM
City Hall, 1001 Bridge Street, Vernonia OR 97064

Councilors Present: Mayor Josette Mitchell; Councilors: Kim Tierney, Bruce McNair, Randy Parrow, Donna Webb

Staff Present: Chief Michael Conner; City Recorder, Joann Glass

Press: Vernonia's Voice, Scott Laird

Work Session – 6:30 pm -- Power Point Demonstration from MuniBilling Software for Utility Billing for consideration – Ben Fousek Presented

1. Call to Order and Pledge of Allegiance – Mayor Josette Mitchell called the meeting to order at 7:06 pm

2. Additions or Corrections to Agenda

Additions: New Business – C. Renewal Agreement for Pro Tem City Administrator

Executive Session as per ORS 192-660 (2)(b)

Councilor Parrow moved, “To accept the agenda with the additions noted.” Councilor Tierney seconded the motion. Motion carried.

3. Mayor Report

A. Approval – Donald Rose to Emergency Preparedness Committee

Council gave Mayor Mitchell Consensus to appoint Donald Rose to the Emergency Preparedness Committee

B. Letter from Ken Cox for Gravel – Presented at meeting

Council gave consensus to Mayor Mitchell to allow the Vernonia School District to take gravel from the stock pile located at the Lake and that a truck ticket will be required for monitoring the number of loads hauled.

4. Councilor Committee Meeting Reports

Councilor Tierney reported that Emergency Preparedness Committee has changed their meeting times to Tuesdays, 6:30 at WOEC. There have been no meetings the last two months due to the holidays. The phone and generator at City Hall is connected to operate during an emergency which is good news.

Councilor Webb did not attend the Library Board meeting and was forwarded the minutes and agenda for the meeting. It was reported that the Friends of the Library has been able to support the library financially through book sales twice a year by paying for after school snacks, BJ the Clown during National Library Week, pay for the remainder of the books from “adopt a book”, they renew each year the Children’s Museum Membership pass, and much more. Columbia

County Reads is presenting a program regarding Emergency Preparedness and it is going very well and a Humanities Program has been scheduled.

Councilor McNair reported that the Public Works Committee has been working on the compound meters and questioning if they are being read correctly. The Committee is also working on their final questions for Tetra Tech on the Waste Water Treatment Plant.

Councilor Parrow attended the Parks Committee and the approval of the Master Park and Trail Plan is on the agenda for approval.

5. Topics from the Floor/Audience Participation

Persons addressing the Council must state their name and address for the record. All remarks shall be directed to the entire City Council. The Council reserves the right to delay any action requested until they are fully informed on the matter.

There were no topics from the floor or audience participation

6. Consent Agenda for Acceptance

The Consent Agenda is a policy of the governing body to approve, in one motion, routine and/or noncontroversial items, which can be determined prior to the meeting.

A. Emergency Preparedness Committee Minutes Sept. 25, 2013

Councilor Tierney moved, "To accept the Emergency Preparedness Committee Minutes for September 25, 2013 as presented." Councilor Parrow seconded the motion. Motion carried.

7. Consent Agenda for Approval

A. City Council Minutes January 21, 2014

Councilor Webb moved to approve the City Council Minutes for January 21, 2014 as presented." Councilor Parrow seconded the motion. Motion carried.

8. Unfinished Business

A. Vernonia Health Board Ground Lease Agreement -- Presented at Meeting

Erika Paleck let the Council know the Lawyers have not communicated with each other over the last few days due to their schedules and there are issues with part of the lease that talks about tenants, 25% and the disreputable clause.

Brett Costly questioned what motivated the 25% after the health board has made all the improvements and built the building.

Mayor Mitchell reminded everyone that the partitioning was the first on the list to be accomplished and that KLS surveying and the City Planner were working on it.

The lease will continue to be addressed with the Attorneys for final review.

B. MOA for property leased to the Vernonia Health Board for the Health Clinic Project

The MOA is being reviewed by the Health Board and Attorney.

9. New Business

A. Public Input

The purpose of this Public Input is for the City Council to obtain citizens views and to take comments on the completed Vernonia Parks and Trails Master Plan Report.

The Master Plan Report has established a tool based on a logical, comprehensive planning process that helps inform and guide the city's administration and elected leadership through current and future development of their park system. The Master Plan will aid the City in developing budgets and prioritizing projects to be completed through their Master Capital Program and the Vernonia Transportation System Plan. Furthermore, it will provide valuable information to assist with preparing future applications for grants such as the ORPD local government Program, ODFW Restoration and Enhancement, and the ODOT Bicycle and Pedestrian program

There was no public input on the completed Vernonia Parks and Trails Master Plan Report.

Councilor Parrow moved, "To adopt the Vernonia Parks and Trails Master Plan." Councilor Tierney seconded the motion. Motion carried.

B. Volunteer Policy Manual/Acknowledgement Form/Agreement

Councilor McNair moved, "That City Council approve the Volunteer Policy Manual, the Acknowledgement Form, and Volunteer Application."

Councilor Parrow seconded the motion. Motion carried.

C. Pro Tem City Administrator Agreement

Councilor President Randy Parrow led the discussion of Mayor Mitchell receiving a stipend for her pro-tem city administrator position.

For an elective officer to be employed in a City position that is substantially volunteer in nature, and the decision of whether a position is such may be decided by the City Council. The City Council finds the term "substantially volunteer in nature" is different than the term "volunteer" is used for tax purposes. After considering the salary an Interim City Administrator would receive, the City Council finds that the position of City Administrator Pro Tem is "substantially volunteer in nature" even if a City Administrator Pro Tem receives nominal consideration in the form of a stipend.

Councilor Tierney moved, "To approve to pay Josette Mitchell a stipend of \$3.91 per hour up to 40 hours per week." Councilor McNair seconded the motion with Josette Mitchell abstaining. Motion carried.

The Pro Tem City Administrator Agreement dated February 3, 2014 for Randy Parrow "Councilor" and Josette Mitchell "Mayor" No. 3 b. Compensation was corrected to read Mayor will be compensated in the form of a stipend in the amount of \$3.91 per month-hour up to 40 hours per week for each full month worked as City Administrator Pro Tem.

Councilor McNair moved, "To adopt the Pro Tem City Administrator Agreement dated February 3, 2014 with the corrections noted." Councilor Webb seconded the motion with Josette Mitchell abstaining. Motion carried.

Council requested that Josette Mitchell provide a time sheet which also will include her volunteer hours.

10. Business from Departments

A. Police Department – Chief Michael Conner

a) Calls for Service December 2013

B. Pro Tem City Administrator – Josette Mitchell

- There will be a conference call with PBS at 1:30 on Tuesday, Feb. 4
- CAT has received from the School District a packet with information on the completion of Spencer Park. Dan Brown is reviewing the information.

- A personalized letter will be sent to each multi-dwelling property owner explaining the EDU charges that will be on their next bill.
- A tree located behind the area where the shop use to be has had dirt piled-up around the base which has caused damage. The tree will be cut down and the faller will sign a volunteer agreement. All parties involved will be contacted to know the tree is coming down. The school forestry department will cut the tree up for firewood.
- Pictures will be taken of all the compound water meters and sent to the Public Works Committee for review.

11. Ordinances/Resolutions

A. Resolution No. 02-14 – Declaring Surplus Property – Library Items

Councilor McNair moved, “To approve Resolution No. 02-14.”

Councilor Parrow seconded the motion. Motion carried.

B. Resolution No. 03-14 – Lease Agreement between City of Vernonia and Vernonia Health Board

The lease agreement between the City of Vernonia and Vernonia Health Board was not adopted.

C. Resolution No. 03-14 Add the City of Vernonia to the Enterprise Zone

It was noticed that a few of the addresses on the spread sheet are incorrect and need to be updated.

Councilor McNair moved, “That City Council adopt Resolution No. 3-14

A Resolution to change the Enterprise Zone Boundary and add the City of Vernonia as a cosponsor of the South Columbia County Enterprise Zone and verify the addresses on the spread sheet.” Councilor McNair seconded the motion. Motion carried.

D. Resolution No. 04-14 approve the Parks and Trails Master Plan

Councilor Parrow moved, “To adopt Resolution No. 04-14”

Councilor Tierney seconded the motion. Motion carried.

12. Correspondence

A. South County Spotlight January 24, 2014 – Enterprise Zone sponsors clear Vernonia for Entry

13. Items from Mayor, Councilors, and City Administrator

Mayor Mitchell asked for recommendations on when Council wanted to have a work shop for the GIS and the Cemetery House discussions. Council will hold a general work session on Monday February 10th at 6:30 pm and discuss the GIS and Monday February 24th at 6:30 pm the general work session will be to discuss the Cemetery house and property.

Mayor Mitchell reminded the Council that one of her duties is as a liaison for the Airport Committee and the Cemetery Committee. She requested that a Council member accept one of the liaison positions during her time she is the pro tem city administrator. Councilor McNair accepted the position as liaison for the Airport Committee. Mayor Mitchell will continue as the Cemetery Committee liaison.

All Councilors Thanked Mayor Mitchell for her time.

14. Recess to Executive Session as per ORS 192.660 (2)

The executive session is held pursuant to ORS 192.660 (2), which allows the Council to meet in executive session for the purpose stated.

*The City Council will now meet in Executive Session for the purpose of
(b) Discipline of Public Officer and Employee*

Representatives of the news media and designated staff are allowed to attend the executive session.
All other members of the audience are asked to leave the room. Representatives of the news media are
specifically directed not to report on any of the deliberations during the executive session, except to state
the general subject of the session as previously announced. No decision may be made in executive session.
At the end of the executive session, we will return to open session and welcome the audience back into the
room.*

**Council may choose to allow other specified persons to attend.*

*"A member of the news media or designee may not disclose any information from executive session, may
not tape record, digitally record, and/ or video record any information to decrease the likelihood that
information discussed in the executive session will be inadvertently disclosed."*

15. Return to Open Session for Final Action

There was a consensus to move forward.

Adjournment: City Council adjourned the February 3, 2014 meeting at 9:05 pm

Signed this _____ day of _____ 2013

Josette M Mitchell, Mayor

Attest: _____
Joann M Glass, City Recorder

Exhibit C
Recommendation Letter Standard

Date: February 11th, 2014.

To: Vernonia City Council

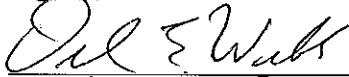
From: Public Works Committee

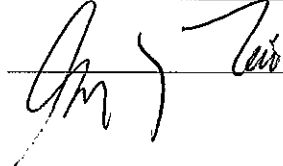
Re: Utility billing software.

The Public Works Committee, at the February 11th, 2014 committee meeting recommends by majority vote to recommend to the City Council to pursue Muni-Billing for the new billing software.

It was the thoughts of the PWC that Muni-Billing is a tried and true software program, the cost is less than the current provider, the software is more accessible to staff, the software provides all the necessary historical data for water and sewer rate calculations and since no contract is required we can bail out at any time. The PWC felt that purchasing a software program at a substantial cost would preclude us from switching to another software if the purchased program failed. The PWC also questioned where the money would come from to purchase a software program; they definitely did not to raise rates to do so.

Signed,

 (Committee Secretary)

 (Committee Chair)



503-429-5291 Fax: 503-429-4232
vernonia-or.gov

City of Vernonia
1001 Bridge Street
Vernonia OR 97064

February 13, 2014

To: Mayor and City Council

From: Office Staff

Re: Recommendation for Utility Billing Upgrade

The Utility Billing Specialist, Financial Administrator, Public Works Forman and the Office Manager sat in on and heard the presentations from both AltSource and Munibilling and recommends that Council pursue purchasing the Munibilling Software as an option for upgrading the utility billing system. The Munibilling system was demonstrated to be user friendly, provide different paying method options to our customers and reports can be produced when requested by the Council and the Public Works Committee.

Joann M Glass
City Recorder/Office Manager

CITY OF VERNONIA
PERSONAL SERVICES CONTRACT
 Vernonia Geographic Information System
 GIS Project Consulting

DATE: February 18th, 2014

PARTIES: City of Vernonia (“City”)
1001 Bridge Street
Vernonia, OR 97064

Ben Fousek (“Contractor”)
PO Box 42
Vernonia, OR 97064

RECITALS

Contractor is being engaged to provide [description of services]. Contractor has been chosen by City to enter into this Contract pursuant to Ordinance ____, Section __ of the Vernonia Ordinances.

NOW, THEREFORE, BASED ON THE MUTUAL PROMISES OF THE PARTIES, THE PARTIES AGREE AS FOLLOWS:

- 1. Statement of Work:** Contractor shall perform the Work (the "Work") as set forth in the scope of work attached as Exhibit A. Contractor shall perform the Work in accordance with the terms and conditions of this Contract.
- 2. All Costs by Contractor:** Contractor shall, at its own risk and expense, perform the Work described above and, unless otherwise specified, furnish all labor, equipment and materials required for the proper performance of the Work.
- 3. Qualified to Provide Work:** Contractor has represented, and by entering into this Contract now represents, that Contractor and all personnel assigned to the Work required under this Contract, if any, are fully qualified to perform the service to which they will be assigned in a skilled and workmanlike manner and, if required to be registered, licensed or bonded by the State of Oregon, are so registered, licensed and bonded.
- 4. Contract Term:** This Contract shall become effective on the date this Contract has been fully executed by each party. Unless extended or terminated earlier in accordance with its terms, this Contract shall terminate on June 30th, 2014. Contract termination does not extinguish or prejudice City's right to enforce this Contract with respect to any default by Contractor that has not been cured.

5. Compensation:

a. Contractor shall be paid at the rate of \$42.00 per hour. This contract is not to exceed the amount of \$10,000.00 covering all Work and expenses.

b. Contractor shall submit monthly invoices to the City for Work performed. The invoices shall describe all Work performed with particularity and shall itemize and explain all expenses that this Contract requires City to pay and for which Contractor claims reimbursement. Each invoice also shall include the total amount invoiced to date by Contractor prior to the current invoice. Contractor shall send invoices to the City's Director of Finance by the tenth of the month for work completed in the prior month. Payments shall be made within 30 days of the date of the invoice. Should the Contract be prematurely terminated, payments will be made for work completed and accepted to date of termination.

6. Ownership of Documents: All documents and other work product created by Contractor pursuant to this Contract shall be the property of City.

7. Indemnification: CONTRACTOR SHALL DEFEND, SAVE, HOLD HARMLESS, AND INDEMNIFY THE CITY AND ITS OFFICERS, EMPLOYEES AND AGENTS FROM AND AGAINST ALL CLAIMS, SUITS, ACTIONS, LOSSES, DAMAGES, LIABILITIES, COSTS AND EXPENSES OF ANY NATURE WHATSOEVER, INCLUDING ATTORNEYS FEES, RESULTING FROM, ARISING OUT OF, OR RELATING TO THE ACTIVITIES OF CONTRACTOR OR ITS OFFICERS, EMPLOYEES, SUBCONTRACTORS, OR AGENTS UNDER THIS CONTRACT. Contractor shall not be held responsible for any claims, suite, actions, losses, damages, liabilities, costs and expenses directly, solely, and proximately caused by the negligence of City.

8. Termination: This Contract may be terminated by either party by giving thirty days written notice to the other party.

9. Independent Contractor Status:

a. Contractor shall perform all Work as an independent Contractor. The City reserves the right (i) to determine and modify the delivery schedule for the Work and (ii) to evaluate the quality of the Work Product, however, the City may not and will not control the means or manner of Contractor's performance. Contractor is responsible for determining the appropriate means and manner of performing the Work.

b. Contractor understands and agrees that it is not an "officer", "employee", or "agent" of the City, as those terms are used in ORS 30.265.

c. Contractor is responsible for all federal or state taxes applicable to compensation or payments paid to Contractor under this Contract and, unless Contractor is subject to backup withholding, City will not withhold from such compensation or payments any amount(s) to cover Contractor's federal or state tax obligations. Contractor is not eligible for any social

security, unemployment insurance or workers' compensation benefits from compensation or payments paid to Contractor under this Contract, except as a self-employed individual..

10. Assignment and Subcontracts: Contractor shall not assign this Contract or subcontract any portion of the work without the written consent of City. Any attempted assignment or subcontract without written consent of City shall be void. Contractor shall be fully responsible for the acts or omissions of any assigns or subcontractors and of all persons employed by them, and the approval by City of any assignment or subcontract shall not create any Contractual relation between the assignee or subcontractor and City.

11. Governing Law; Venue; Consent to Jurisdiction. This Contract shall be governed by and construed in accordance with the laws of the State of Oregon. Any claim, action, suit or proceeding between City and Contractor that arises from or relates to this Contract shall be brought and conducted solely and exclusively within the Circuit Court of Columbia County for the State of Oregon or, if the claim, action, suit or proceeding must be brought in a federal forum, then it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon.

12. Merger Clause; Waiver. This Contract and attached exhibits, if any, constitute the entire agreement between the parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Contract. No waiver, consent, modification or change of terms of this Contract shall bind all parties unless in writing and signed by both parties and all necessary State approvals have been obtained.

13. Amendments. No amendment to this Contract is effective unless it is in writing signed by the parties.

CONTRACTOR, BY EXECUTION OF THIS CONTRACT, HEREBY ACKNOWLEDGES THAT CONTRACTOR HAS READ THIS CONTRACT, UNDERSTANDS IT, AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.

CONTRACTOR

CITY

Ben Fousek
GIS Contractor

Josette Mitchell
City Administrator Pro Tem

Approved as to form:

Alexandra Sosnkowski
City Attorney

EXHIBIT "A"

SCOPE OF WORK

Contractor Responsibilities –GIS Consulting

Deliver monthly maintenance of the Vernonia GIS system and data. Provide staff support with mapping, documents, and GIS related issues and materials.

Project Deliverables

Collaborate with City Administrator to meet the goals of the City in regards to flood plain management. Consulting on this project will essentially involve working with the City Administrator on an overall plan to build the City of Vernonia Flood Plain Management System.

Position Supervisor

The Contractor will report directly to the City Administrator, reporting activities should occur on a weekly basis. Projects can be presented directly to those that utilize the service, however the City Administrator needs to be regularly involved in overseeing of activities.



Monthly Police Blotter

Vernonia Police Department

DECEMBER 2013

Phone Numbers

- **Police Department**
503 429 7335
- **Dispatch Center**
1 800 696 7795
- **Emergency 9-1-1**

More Number's

District Attorney
503 397 0300

**Columbia County
Sheriff's Office**
503 438 8439

City of Vernonia
503 429 5291

Animal Control
503 397 3952

Juvenile Department
503 397 0275

Schedule a Ride-Along

Contact Chief Conner at
503 429 7335

*****REPORTS TAKEN*****

- 12/04/2013 – Cynthia Burnett (61) of Vernonia was cited for Driving While Suspended (Misdemeanor) and Soliciting Another to Blow into an Interlock Device.
- 12/07/2013 – Report of a Hit and Run Accident in the 800 Block of State St.
- 12/09/2013 – Report of a Traffic Crash on Bridge St. near Riverside Dr.
- 12/10/2013 – Report of a Theft of Prescription Medication in the 61000 Block of Hwy 47.
- 12/12/2013 – Report of Criminal Mischief at the Vernonia Lake.
- 12/13/2013 – Report of a Theft of Prescription Medication in the 600 Block of California Ave.
- 12/14/2013 – Michael E. Potter (23) of Vernonia was arrested on an outstanding Felony Warrant.
- 12/15/2013 – Report of Burglary and Aggravated Theft in the 1300 Block of Cherry St.
- 12/19/2013 – Report of Criminal Mischief in the 100 Block of North St.
- 12/22/2013 – Report of Burglary, Criminal Trespass, and Criminal Mischief in the 700 and 800 Blocks of Bridge St.
- 12/23/2013 – Report of an injury Motor Vehicle Crash on N. Mist Dr. at the intersection of Bridge St.
- 12/25/2013 – Report of a Missing Adult in the 800 Block of Alabama Ave. Subject was located.

The Columbia County Juvenile Department handles all juvenile reports & records request. VPD blotter is designed to give a one-line summary of law enforcement contacts only. Home or street addresses may not be listed out of respect for victim's privacy. Request for complete reports should be made to Vernonia City Hall. Fees may apply as authorized by the Oregon law. Attorney fees may apply to some request. Reports involving investigations in progress may not be available. Other reports and/or records may not be available as allowed by business practices and law.

2/12/2014 / 3:53:15 PM

- 12/26/2013 – Report of a disturbance in the 1000 Block of Rose Ave.
- 12/27/2013 – Report of a Theft of a Firearm in the 800 Block of E. Bridge St.

Traffic/Other Citations:

- 12/02/2013 – Tina Hardee (46) of Vernonia was issued a citation for Violation of the Basic Rule (68mph in a posted 55mph zone)
- 12/30/2013 – Tina Hardee (46) of Vernonia was issued citations for Careless Driving, Operation of an unsafe Vehicle, Fail to Drive Within Lane, and Driving Uninsured. This citation is in connection with the Injury Traffic Crash that Occurred on 12/23/2013.



Monthly Police Blotter

Vernonia Police Department

JANUARY 2014

Phone Numbers

- **Police Department**
503 429 7335
- **Dispatch Center**
1 800 696 7795
- **Emergency 9-1-1**

More Number's

District Attorney
503 397 0300

**Columbia County
Sheriff's Office**
503 438 8439

City of Vernonia
503 429 5291

Animal Control
503 397 3952

Juvenile Department
503 397 0275

Schedule a Ride-Along

Contact Chief Conner at
503 429 7335

*****REPORTS TAKEN*****

- **01-03-2014** – Police responded to the 1600 Block of Heather Ln on a report of a Civil (Custody Dispute). Report will be forwarded to Columbia County Courts for review.
- **01/14/2014** – Norman Bennett Jr. (40) was arrested on a Misdemeanor Warrant in the 400 Block of North St.
- **01/17/2014** – Craig Staggenborg (53) was arrested on a Misdemeanor Warrant in the 900 Block of Madison Ave.
- **01/22/2014** - Police responded to a reported theft of prescription medication in the 1000 block of Columbia St.
- **01/22/2014** - Police responded to a reported cold burglary in the 1300 block of East Ave, miscellaneous jewelry items were found missing from the residence.
- **01/25/14** – Police transported a juvenile to an area hospital due to a confirmed threat of self-harm.

*****TRAFFIC/OTHER CITATIONS*****

- **01-16-2014** – Katina Groom (41) was issued a traffic citation for Driving While Suspended on Bridge St near California Ave.
- **01-18-2014** – Shylo Dooley (19) was issued a traffic citation for Failing to Change Address on Registration on Bridge St near Weed Ave.



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CITY OF VERNONIA CITY COUNCIL AGENDA ITEM SUMMARY

Resolution No. 05-14 Amending the Master Fee Schedule No. 14-08 includes Park, Cemetery and Administration and Planning Fees

Meeting Date: February 18, 2014
Department: City Administration
vernonia-or.gov

Agenda Section: Ordinances/Resolutions
Staff: Joann Glass, City Recorder
Phone: 503-429-5291 x 106

ISSUE STATEMENT AND SUMMARY

The issue before Council is to consider rates and fees for the Park Use Fees, the Vernonia Memorial/Vernonia Pioneer Cemetery and Administration and Planning Fees.

BACKGROUND

A. Council Action History. City Council approves the policy framework for Rates and Fees.

B. Analysis. The Parks Committee recognizes that the Horse Arena needs to have a set fee for use. The Cemetery Committee sets fees to maintain the service set forth by the contractors. The Administration and Planning Fees need to reflect consulting fees for services.

C. Financial and/or Resource Considerations. As activity occurs at the Parks, Cemetery, and with Administrative and Planning the new fees will be charged.

D. Timing Issues. There are no special timing issues associated with rates and fees.

COUNCIL OPTIONS:

None presented

STAFF RECOMMENDATION:

To adopt the suggested resolution

SUGGESTED MOTION:

I move that Resolution No. 05-14 be approved to Amend the Master Fee Schedule Resolution No. 14-08 in Sections 2, 6 and 9.

ATTACHMENT

Attachment A – Park Fees recommendation

Attachment B – Cemetery Fees recommendation

February 10, 2014

To: Vernonia City Council
From: Parks Committee

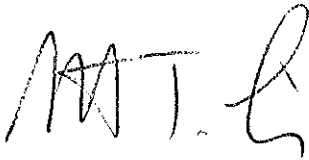
Vernonia Horse Arena Fees

The Parks Committee recommends that the City Council implement a fee schedule for the Horse Arena as follows: \$75 for 4-6 hours; \$150 for full day use; \$250 for weekend use.

Signed,

A handwritten signature in black ink, appearing to read "Katie Poetter". The signature is fluid and cursive, with the first name "Katie" written in a larger, more prominent script than the last name "Poetter".

Katie Poetter
Committee Secretary

A handwritten signature in black ink, appearing to read "Scott Laird". The signature is bold and stylized, with the first name "Scott" written in a large, blocky font and the last name "Laird" written in a more cursive script.

Scott Laird
Committee Chair

VERNONIA MEMORIAL/PIONEER CEMETERIES

Prices Effective: February 18th, 2014

GROUND BURIALS:

Adult Interment	\$1,060.00
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Child's Interment (4-0 to 5-0)	\$545.00
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Child's Interment (2-0 to 5-0)	\$475.00
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Cremation Interment	\$475.00
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OVERTIME:

Arrive at cemetery after 3:30 P.M. any day	\$270.00 Additional
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Saturday Interment	\$380.00 Additional
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Sunday or Holiday Interment	\$540.00 Additional
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RESOLUTION NO. 05-14

RESOLUTION SETTING FEES FOR Parks, Cemetery and Administrative and Planning IN THE CITY OF VERNONIA, OREGON

WHEREAS, certain statutes of the State of Oregon and the City Charter of 1998 and ordinances of the City of Vernonia authorize the City Council to set fees for services, and

WHEREAS, the Council has determined that certain provisions need to be changed, clarified or expanded;

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF VERNONIA
RESOLVES AS FOLLOWS:**

To Amend the Master Fee Schedule Resolution No. 14-08 in the following sections:

Section 2. Parks Day Use/Annual Fee

U. Horse Arena Fees

1) 4 – 6 hour Use	\$ 75.00
2) Full Day Use	\$150.00
3) Weekend Use	\$250.00

Section 6. Administrative and Planning Fees

B. Consulting Fees

GIS Services	\$ 42.00 per hour
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Section 9. Cemetery Fees

A. Prices for which lots in the Cemetery shall be sold are:

1) Adult Lot	\$1000.00
2) Children's Lot (1/2 of the current grave price)	\$ 500.00
3) Second Rite Fee (placing urn(s) on existing grave)	\$ 500.00

B. Burials and Other Charges

1) Adult Internment	\$1015.00	\$1060.00
2) Child's Internment (4-0 to 5-0)	\$545.00	
3) Child's Internment (2-0) to 3-6)	\$475.00	
4) Cremation Internment	\$475.00	
5) Arrive at cemetery after 3:30pm on any day	\$250.00	\$270.00
6) Saturday Internment	\$360.00	\$380.00
7) Sunday or Holiday internment	\$520.00	\$540.00
8) Concrete Grave Box (minimal requirement)	\$550.00	

Effective Date: The fees and amendments authorized in Section 2, 6 and 9 shall be effective upon adoption of this Resolution and shall remain in effect until changed by resolution of the City Council.

Section 3. Classification: The fees imposed by this resolution are hereby classified as not being subject to the property tax limitation of Section 11(b), Article XI of the Oregon Constitution.

This Resolution shall become effective upon adoption by the Vernonia City Council.

Introduced for consideration and vote on this _____ day of _____, 2014

Ayes: _____ Nays: _____ Abstain: _____ Absent: _____

Signed by me, Josette Mitchell, Mayor in authentication of its adoption this _____ day of _____ 2014.

Josette M Mitchell, Mayor

Attest: _____
Joann M Glass, City Recorder



CITY OF VERNONIA CITY COUNCIL AGENDA ITEM SUMMARY

Resolution No. 06-14 Adopting a Supplemental Budget for Fiscal Year 2013-2014 and Appropriating Funds

Meeting Date: February 18, 2014
Department: Administration
vernonia-or.gov

Agenda Section: Ordinance/Resolutions
Staff: Angie Handegard, Financial
Contact Phone: 504-429-5291x 107

ISSUE STATEMENT AND SUMMARY

This resolution changes the 2013-2014 Budget and keeps the City in compliance with Oregon Budget Law.

BACKGROUND

A. Council Action History

City Council when unanticipated revenues and expenditures are to exceed the original adopted budget and budgetary changes have increased appropriation levels to expend the unforeseen revenues.

B. Analysis

ORS 294.480 provides that a City may amend the current year adopted budget through the supplemental budget process.

C. Financial and/or Resource Considerations

The proposed Supplemental Budget will increase the present budget appropriations in the amounts indicated for the funds presented.

D. Timing Issues

The City will continue to maintain the FY 2013-14 Budget.

COUNCIL OPTIONS

None suggested

STAFF RECOMMENDATION

To adopt Resolution No. 06-14 adopting a supplemental budget for FY 2013-14 and appropriating funds

SUGGESTED MOTION

I move that City Council adopt Resolution No. 06-14 A resolution adopting a supplemental Budget for Fiscal Year 2013-14 and Appropriating Funds

ATTACHMENTS

Resolution No. 06-14
Exhibit A supplemental budget

RESOLUTION NO. 06-14

**A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR FISCAL
YEAR 2013-14 AND APPROPRIATING FUNDS**

WHEREAS, the City of Vernonia, Oregon adopted a budget and appropriated funds for fiscal year 2013-14 by Resolution No. 09-13 and:

WHEREAS, unanticipated revenues and expenditures are expected to exceed the original adopted budget and budgetary changes are necessary to provide increased appropriation levels to expend the unforeseen revenues; and

WHEREAS, ORS 294.480 provides that a city may amend the current year adopted budget through the supplemental budget process; and

WHEREAS, publication requirements have been met as outlined by ORS 294.480 for the supplemental budget that include amending funds that differ by more than 10 percent in the regular budget for the fiscal year; and

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Council of the City of Vernonia, Oregon, that the budget for the fiscal year beginning July 1, 2013 and ending June 30, 2014 is amended to include increases in revenues and appropriations within the following funds included in Exhibit A:

This resolution shall become effective upon adoption by the City or Vernonia City Council.

Introduced for consideration and vote on this _____ day of _____, 2014

Ayes: _____ Nays: _____ Abstain: _____ Absent: _____

Signed by me, Josette Mitchell, Mayor, in authentication of its adoption this

_____ day of _____, 2014.

Josette M. Mitchell, Mayor

Attest: _____
Joann M Glass, City Recorder

Exhibit A To
Resolution No.06-14

General Fund	FY 13-14 Adopted Budget	FY 13-14 Supplemental Budget	Amount of Change
<u>Admin Income</u>			
0401-00 · Available Cash on Hand	100,000	77,955	-22,045
1401-01 · Restricted Cash on Hand	2,500	2,500	
1404-00 · Interest Earned	3,500	3,500	
1416-00 · Administrative Fees	6,000	6,000	
1419-00 · Business License Fees	5,000	5,000	
1425-01 · Liquor License Fee/Renewal	225	225	
911 Tax / Informational only	11,000	11,000	
1488-04- Misc. Income	0	0	
1488-05- Insurance Reimbursements	0	0	
1740-71 · EPA/Brownsfield Grant	105,500	105,500	
<u>Total Admin Income</u>	<u>\$131,225</u>	<u>\$131,225</u>	
<u>Library Income</u>			
6413-00 · Library Fines	750	750	
6416-00 · Out of Town Fee	800	800	
6485-00 · Library Grants	1,000	2,000	1,000
6488-00 · Printing Fees	1,400	1,400	
6488-01- Lost Book Income	100	100	
<u>Total Library Income</u>	<u>\$4,050</u>	<u>\$5,050</u>	<u>1,000</u>
<u>Ops Income</u>			
5407-00 · Property Taxes - Current Year	590,000	560,000	-30,000
5407-01 · Property Taxes - Prior Years	20,000	20,000	
5443-00 · Cable Franchise Fee	1,000	1,000	
5443-01 · Electricity Franchise Fees	90,000	90,000	
5443-02 · Garbage Franchise Fees	12,000	12,000	
5443-03 · Nat Gas Franchise Fees	25,000	25,000	
5443-04 · Telephone Franchise Fees	8,000	8,000	
5444-01- Telephone Land Use Rent / AT&T	7,000	7,000	
5446-00 · State Revenue Sharing	15,000	15,000	
5449-00 · State Cigarette Tax	3,000	3,000	
5452-00 · State OLCC Tax	26,000	26,000	
<u>Total Ops Income</u>	<u>\$797,000</u>	<u>\$767,000</u>	<u>-30,000</u>
<u>Planning Income</u>			
2416-01 · Partitions & Lot Line Adj	800	800	
2416-02 · Use & flood Plain Permits	0	0	
2416-03 · Variances, Vacations, Appeals	500	500	
2416-04 · Development Review, Site Dev't	500	500	
2416-05 · Other Land Use Fees	0	0	
2416-06 · Conditional Use Permits	500	500	
2416-07- Sign Permit Fees	100	100	
2416-09- Public Improvement Fees	0	0	
2416-10 · Parking Fees	500	500	
<u>Total Planning Income</u>	<u>\$2,900</u>	<u>\$2,900</u>	

General Fund	FY 13-14 Adopted Budget	FY 13-14 Supplemental Budget	Amount of Change
Police Income			
8413-00 · Fines & Forfeitures	5,000	5,000	
8419-00 · Fingerprint/Report Fees	400	400	
8420-00- PO Training Fee	300	300	
8476-01 · K-9 Program Donations	0	0	
8481-00- COPS Grant	0	0	
8488-00 · Misc Revenues		1,800	1,800
Total Police Income	\$5,700	\$7,500	1,800
9467-99- Transfers In			
Total Revenue	\$1,043,375	\$913,675	-129,700
Payroll Expense			
1500-00 · Salaries	48,164	48,164	
1502-00- Hourly Wages	0	0	
1508-00 · Insurance Benefits	17,050	13,695	-3,355
1509-00 · Medicare	1,132	698	-434
1509-01 · FICA	2,986	2,986	
1510-00 · Retirement Benefits	8,743	5,780	-2,963
1512-00 · Workers Comp	538	538	
1512-01- Oregon WBF	50	50	
1513-00- SUI Unemployment Benefits			
Total Payroll Expense	\$78,663	\$71,912	-6,751
Library Expense			
1500-00 · Salaries	41,545	41,545	
1502-00 · Hourly Wage	0	0	
1508-00 · Insurance Benefits	15,571	15,571	
1509-00 · Medicare	976	976	
1509-01 · FICA	2,576	2,576	
1510-00 · Retirement Benefits	4,310	4,985	675
1512-00 · Workers Comp	123	123	
1512-01- Oregon WBF	40	40	
6600-01 · Library Books	7,000	7,000	
6600-02 · Library Audio/Video	1,700	1,700	
6600-03- Library Subscriptions	900	900	
6670-01- Lost Book Expense	100	100	
6675-00 · Ready to Read Grant Exp	2,000	2,000	
1600-00 · Operational Materials	2,000	2,000	
1600-10- Janitorial Supplies	450	450	
1605-00 · Office Supplies	0	0	
1610-00 · Equip O&M	500	500	
1615-00 · Bid'g O&M	1,000	1,000	
1620-00 · Telephone	2,160	2,160	
1620-01- Natural Gas	1,800	1,800	
1620-10- Electricity	5,892	5,892	
1625-00 · Education/Training	200	200	
1645-00 · Contract Services	1,500	1,500	
4645-01 · HVAC Contract Maint	525	525	
5645-00 · Copier Contract	0	0	
Total Library Expense	\$92,868	\$93,544	676

General Fund	FY 13-14 Adopted Budget	FY 13-14 Supplemental Budget	Amount of Change
Planning Expense			
1500-00 · Salaries	9,714	9,714	
1508-00 · Insurance Benefits	1,446	1,446	
1509-00 · Medicare	228	228	
1509-01 · FICA	602	602	
1510-00 · Retirement Benefits	1,882	1,882	
1512-00 · Workers Comp	31	31	
1512-01 · Oregon WBF	10	10	
1635-00 · Professional Services	33,000	33,000	
1660-00 · Advertising	500	500	
Total Planning Expense	\$47,413	\$47,413	
Police Expense			
8500-00 · Salaries	235,888	206,265	-29,623
1503-00 · Certification Pay	0	0	
1504-00 · Overtime	10,000	10,000	
1505-00 · On Call Pay	3,500	3,500	
1506-00 · Holiday Pay	12,529	9,860	-2,669
1508-00 · Insurance Benefits	59,640	53,630	-6,010
1509-00 · Medicare	6,241	3,330	-2,911
1509-01 · FICA	16,466	14,237	-2,229
1510-00 · Retirement Benefits	35,006	32,965	-2,041
1512-00 · Workers Comp	10,192	10,192	
1512-01 · Oregon WBF	150	150	
8610-02 · Radio Maint/Repair	1,000	1,000	
8750-00 · COPS Grant Expense	0	0	
1600-00 · Operational Material	3,500	3,500	
1605-00 · Office Supplies	0	0	
1610-00 · Vehicle Maint	8,000	8,000	
1610-01 · Vehicle Fuel	15,000	15,000	
1620-02 · Telephone	2,160	2,160	
1620-03 · Cell Phones	0	0	
1625-00 · Ed/Training	4,000	4,000	
1635-00 · Professional Services	5,000	5,000	
1640-00 · Uniforms	4,000	4,000	
1645-00 · Contract Services	13,000	13,000	
1680-00 · Misc	2,000	2,000	
1700-00 · Capital Under \$5,000	0	3,150	3,150
5650-70 · Vehicle Lease	12,110	12,110	
Total Police Expense	\$459,382	\$417,048	-42,334

General Fund	FY 13-14 Adopted Budget	FY 13-14 Supplemental Budget	Amount of Change
Other Expense			
1600-00 • Operational Materials	0	0	
1600-10- Janitorial Supplies	1,700	1,700	
1602-00- Bank Service Charges	1,000	1,000	
1605-00 • Office Supplies	6,000	6,000	
1610-00- Equip O&M	500	500	
1610-01- Vehicle/Equip Fuel	1,000	1,000	
1615-00- Build O&M	2,000	4,500	2,500
1620-00 • Telephone	8,250	8,250	
1620-05- Natural Gas	2,300	2,300	
1620-10- Electricity	8,500	8,500	
1625-00 • Education/Training	2,500	2,500	
1625-01- Membership Fees / Dues	7,500	7,500	
1635-00 • Professional Services	20,000	23,000	3,000
1645-00 • Contract Services	0	0	
1660-00 • Advertising	200	200	
1680-00 • Miscellaneous	1,500	1,500	
1680-01- CC Rider	3,500	3,500	
1740-72 • EPA/Brownsfield Grant Exp	105,500	105,500	
2230-00- GIS Intern Contract	0	0	
4645-01 • HVAC Contract	525	525	
4645-02 • Fire Alarm Contract	3,850	4,930	1,080
5630-00 • Prop/Liability Insurance	29,230	22,330	-6,900
5630-01 • Staff Bonds	500	500	
5635-00 • Legal Services	20,000	20,000	
5645-00 • Copier Contract	5,900	5,900	
5645-03 • Website Maint Contract	3,000	1,500	-1,500
5645-04 • Comp Maint Contract	10,000	15,000	5,000
5650-70 • Vehicle Lease	600	600	
5660-00 • Postage	3,000	3,000	
5665-01 • Retiree Insurance Benefit Exp	19,000	20,150	1,150
Sewer Rehab Intrafund loan repymt	0		
911 Tax / Informational only	11,000	11,000	
9998-00- Contingency	20,411	18,906	-1,505
Total Other Expenses	\$298,966	\$301,791	2,825
9850-99- Transfers Out	62,422	62,422	
Total Expenses	\$1,039,714	\$994,130	-45,584
Net Revenue		\$0	0